

TRANSPORTATION ASSET MANAGEMENT COUNCIL

September 5, 2018 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Derek Bradshaw, MAR/GLS Region V

Joanna Johnson, CRA/RCKC – Chair

Bob Slattery, MML

Jennifer Tubbs, MTA

Don Disselkoen, MAC

Bill McEntee, CRA – Vice-Chair

Jonathan Start, MTPA/KATS

Brad Wieferich, MDOT

Support Staff Present:

Niles Annelin, MDOT

Dave Berridge, MDOT

Rebecca Curtis, MDOT

Polly Kent, MDOT

Michael Toth, MDOT

Roger Belknap, MDOT

Tim Colling, MTU

Cheryl Granger, DTMB/CSS

Gloria Strong, MDOT

Public Present:

Jessica Moy, MI Dept. of Treasury/MIC

Dirk Heckman, Mackinac County Road Commission

Members Absent:

Gary Mekjian, MML

Rob Surber, DTMB/CSS

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:03 p.m. Everyone was welcomed and introduced. Jessica Moy introduced herself. She is an employee of the Michigan Department of Treasury and the Executive Director for the Michigan Infrastructure Council.

2. Changes or Additions to the Agenda (Action Item):

None

3. Public Comments on Non-Agenda Items:

None

4. Guest Presentation:

4.1. – MDOT Transportation Asset Management Plan (TAMP) – D. Berridge

D. Berridge gave a PowerPoint presentation regarding the initial TAMP certified in July 2018. The assets include the National Highway System (NHS), Interstate and Non-interstate, and NHS Bridges. There are seven chapters in the TAMP that were reviewed: 1.) Program Development Call for Projects Process, 2.) Life Cycle Planning, 3.) Risk Management Process, 4.) Inventory and Condition Analysis, 5.) Financial Plan, 6.) Investment Strategies, and 7.) Performance Gap Analysis. A copy of the Initial TAMP Certified July 2018 was provided to everyone present.

5. Consent Agenda (Action Item):

5.1. – Approval of the August 1, 2018 Meeting Minutes (Attachment 1)

5.2. – TAMC Financial Report (Attachment 2)

R. Belknap provided an updated financial report (August 30, 2018) for the Councils review.

5.3. – TAMC Fall Conference – Save-the-Date – October 23, 2018, Ramada Inn of Marquette (Attachment 3)

The 2018 Fall Conference will be held on October 23, 2018, at the Ramada Inn of Marquette. The Save-the-Date was recently distributed. R. Belknap is working on getting presenters for the conference.

5.4. – Roadsoft Users Conference – RUCUS, September 26, 2018, DoubleTree Resort, Grand Rapids (Attachment 4)

Motion: J. Start made a motion to approve the Consent Agenda as presented; J. Tubbs seconded the motion. The motion was approved by all members present.

6. Old Business:

6.1. – 2018 Strategic Planning Summary (Attachment 5) (Action Item)

A copy of the draft 2018 Strategic Planning Session held on June 6, 2018, was shared with the Council

Motion: D. Disselkoe made a motion to approve the amended TAMC June 6, 2018 Draft Strategic Planning Session Summary as presented; R. Slattery seconded the motion. The motion was approved by all members present.

7. - New Business:

7.1. - Election of TAMC Chair and Vice Chair (Action Item)

Motions: R. Slattery made a nomination for J. Johnson to continue to serve as TAMC Chair; D. Disselkoe seconded her nomination. The motion was approved by all members present. J. Tubbs moved that nominations be closed for unanimous ballot. J. Start seconded to cast unanimous ballot for B. McEntee to be elected as Vice-Chair; B. Wieferich raised the question of possibly bringing more diversity to the leadership, as both Chair and Vice Chair represent CRA, but other members were content to continue with the arrangement. The motion for B. McEntee to serve as TAMC Vice Chair was approved by all members present.

7.2. – Public Act 325/HB 5408 Asset Management Plans – P. Kent (Attachment 6)

P. Kent gave a detailed review of PA 325 and HB 5408. She shared a timeline (HB 5408 TAMC Analysis and Calendar) prepared just before the bill was enacted. In Section 3, part of TAMC's charge is to develop a strategy and tools for data collection on culverts and traffic signals, and until those are complete, it is not practical to ask local agencies to include those elements in their asset management plans. TAMC needs to make the locals aware that the first asset management plans are not due until year 2020. TAMC is responsible for developing a template for asset management plans by October 2019, and for developing a three-year schedule for submission of asset management plans by the required agencies.

Section 10 talks about the asset management plan in more detail. Local agencies with 100 miles or more of road are required to do an asset management plan. Local agency asset management plans only need place holder sections which outline the current status of data collection and asset management for culverts and signals. Local agencies who have not already developed an asset management plan for signals and culverts are advised to wait for TAMC to issue guidance on data collection for culverts and traffic signals at a future date.

It was asked that all Council members approach their representing agencies and ask for volunteers or give feedback on who should be the first one-third of agencies to submit asset management plans. It was also suggested that a letter be sent out to the top 123 agencies informing them that they are in fact in the top 123 agencies. These are agencies that have 100 miles or more of local roads. Some may not be aware that they in the top 123.

Action Item: A letter from the Council will need to go out to the County Road Association and other organizations directly involved giving guidance. J. Johnson will draft a letter to let local agencies know not to worry, provide a summary of HB 5408, and let them know that they may be chosen to provide an asset management plan.

8. Committee Reviews and Discussion Items:

8.1. – Data Committee – B. McEntee

8.1.1. – Memorandum for 2019 Non-federal Aid Data Collection – B. McEntee (Attachment 7)

A memo was sent to transportation agencies and regional/metropolitan planning organizations dated August 23, 2018 regarding the Collection of Roadway Surface Condition Data on Non-federal aid Roads for Reimbursement Deadline for Applications – October 2018. This letter helps TAMC be as transparent as possible. One item that may need to be clarified is the data collection fiscal year end. This is something that needs to be reviewed.

8.1.2. – Planning Methods for Creating Schedule of Asset Management Plan Submittals of Top 123 Agencies – B. McEntee

See agenda item 7. By year 2020, no agencies will have an active asset management plan currently on file.

8.1.3. – IRT/ADARS Compliance Report – R. Belknap (Attachment 8)

Agencies continue to do well on their entries. R. Belknap did a brief review of his handout “Summary Statistics – TAMC Investment Reporting Compliance as of August 31, 2018.”

8.1.4. – Status of 2018 PASER Data Collection – R. Belknap (Attachment 9)

R. Belknap gave a brief update on the 2018 PASER data collection. He reviewed his handout “2018 – PASER Status by County as of August 27, 2018.”

B. McEntee mentioned that CSS has requested additional information to put behind the tiles on the MIC Website. B. McEntee will send CSS some additional information.

B. McEntee asked MTU to look at the IBR usage to be used in next year’s annual report. More conversation will be held on this at a later date.

Action Item: B. McEntee will send CSS additional information for the tiles on the MIC Website.

8.2. – ACE Committee – J. Start

8.2.1. – Establishing a TAMC Data Sharing Policy – J. Start

The ACE Committee was tasked by the TAMC full Council to pull together a Data Sharing Policy. This was discussed in today’s ACE Committee meeting this morning. MDOT support staff will pull together a draft policy for the Committee’s review. Support staff will also talk to the MDOT FOIA Office to find out how to handle FOIA requests in the policy.

The ACE Committee discussed “*The Bridge*” article. The next article will be done by MTU and they will use the Executive Summary out of the Culvert Pilot Project Report and add in some interviews to complete the article. The article after that will be about the MIC.

8.2.2. – Training Schedule Update, TAMC Participation – R. Belknap

CSS has started to pull together their 2019 IRT trainings. They will do five Webinars and five on-site trainings between Sault St. Marie and Southeast Michigan. Dirk Heckman, from the Mackinac County Road Commission, made a suggestion that MTU and CSS hold their PASER and IRT trainings on the same day and location to save people time and effort to get to the trainings. ACE Committee liked the suggestion and MTU and CSS will work together to see if they can create a schedule.

8.3. - Bridge Committee Update – J. Johnson/B. McEntee/D. Disselkoen

8.3.1. - Update on the Culvert Pilot Project – MTU

Scott Bershing and Chris Gilbertson, from MTU, have created a draft Culvert Pilot Project Report that was shared with the committee. T. Colling felt the biggest take-away was some of the agencies are already using the culvert data. Seventy-two percent (72%) of the agencies plan on continuing to collect more culvert data. MTU made sure to meet all of the necessary goals as charged.

8.3.2. – Culvert Pilot Project Draft Report – C. Gilbertson and S. Bershing (Attachment 10) (Action Item)

See agenda item 8.3.1.; C. Gilbertson and S. Bershing briefly discussed how they pulled together the draft Culvert Pilot Project Report.

Motion: J. Tubbs mad a motion to approve the draft report with the understanding that the TAMC Bridge Committee will be finalizing the report at their September 17, 2018 Bridge Committee meeting when all of the final edits are placed in the report; D. Bradshaw seconded the motion. The motion was approved by all members present.

After the report is finalized it will be sent to the Governor’s Executive Office the last week in September.

8.4. – Michigan Center for Shared Solutions – C. Granger

8.4.1. – Dashboard Update – C. Granger

Josh Ross, CSS, shared some data analytics for April 1, 2018 – July 3, 2018, with R. Belknap. R. Belknap will add this information to the TAMC Sharepoint site for everyone’s review.

Action Item: S. Bershing and C. Gilbertson, from MTU, will present their draft Final Report at the September 17, 2018, TAMC Bridge Committee meeting for their final approval of the preliminary draft. It is expected that only minor changes will need to be made.

8.4.2. – Website Usage and Analytical Data – C. Granger

CSS has started to apply the new data analytics. CSS’ end of the fiscal year has some funds left and they will begin working on the tasks that B. McEntee asked them to do for the next fiscal year.

CSS is also working on making ADARS to IRT more compatible.

8.5. – Michigan Technological University/Technical Assistance Training Reports – T. Colling
8.5.1. – Monthly Training Report (July 2018) (Attachment 11)

A copy of the August 7, 2018, Training Report for the reporting period of July 1-31, 2018, was shared with the Council and briefly reviewed. MTU is preparing for the Asset Management Plan Workshops. They will prepare a training schedule for the next fiscal year beginning October 1, 2018. They will work with CSS on collaborating the IRT and PASER trainings.

8.5.2. – Monthly Activities Report (July 2018) (Attachment 12)

A copy of the August 7, 2018, Activities Report for the reporting period of July 1-31, 2018, was shared with the Council and reviewed. MTU is very busy with the Culvert Pilot Program. They are working on the Culvert Pilot Program Report that must be finalized by the end of September 2018.

Action Item: MTU will prepare a training schedule for the next fiscal year beginning October 1, 2018. They will collaborate with CSS with doing the IRT and PASER trainings the same data and location.

9. Public Comments:

PASER and Quality Control (QC) – Chan Singh, MDOT staff who previously did the PASER ratings has retired. MDOT has now hired a contractor to do the PASER ratings and QC. Mike Toth of MDOT offered to have the contractors attend a TAMC full council meeting to give a brief report on their strategy. Council members were receptive to that idea. MDOT support staff will check with Gil Chesbro on setting this up.

8. Member Comments:

The last “Bridge” article done with Therese Empie, Strategy Planner with the Governor’s Office, was very good and J. Johnson will send the article to the Council for them to read.

MDOT has not yet named a replacement for Dave Wresinski.

TAMC Full Council will not hold a meeting in October due to the TAMC Fall Conference being held on October 23, 2018 in Marquette.

9. Adjournment:

The meeting adjourned at 3:35 p.m. The next full Council meeting will be held November 7, 2018, at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)

CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COUNCIL
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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